FOR AGENCY Application Date	USE I	1. Agency Address		· · · · · · · · · · · · · · · · · · ·	EOD DECORDE	MANAGEMENT USE
			Matural Dalam		Application Number	
9-6-85		<u>=</u>	Natural Resourtion & Historic			79-277-A
Application Number	•	Funding Unit 270 Washingto Atlanta, Geor	n Street S.W. gia 30334	, Room 704	JAN 2 4 1988	Date Completed MAR 1 0 1986
. Person to Contac	t			ng Title		Telephone Number
Joy Thoma	15	G	rant Project O	fficer	<u> </u>	656-3830
Action Requested		· · · · · · · · · · · · · · · · · · ·				
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		cumulation; no further	•			:
c. 🔯 Amend A Dates of Series	 		Check One: 13 Chai			
arliest Late		 Records Series Title 			_	•
	o Date	-		Fund (LWCF) <u>G</u> rant Project	Files
		and Internal		*		
Division and Offic					which this record se	
The Parks	, Recrea	tion and Historia	Sites Divisio	n is respon	sible for the f	ollowing runchi
(1) The d	evelopme:	nt, maintenance, ation of state a	operation, and	t programs.	and (3) the nr	and historic si
technical	oceictei Register	nce related to re	ecreation and t	o historic	and archaeologi	cal preservatio
The Fundi	no Unit :	administers fede	ral and state s	rant progra	ms for acquisit	ion, developmen
and opera	tion of	recreation sites	. facilities ar	nd services.	Administration	n of the grant
programs	includes	solicitation and	d evaluation of	E applicatio	ns, fund alloca	ition and manage
project i	nspection	n to assure comp	liance with law	vs and regul	ations, and gra	ntee reimbursem
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•	ng to:	This file contains the Attach samples of the roving applicati	ofile. Ons and disbura	sing federal	•	
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RECORDS MANAGEMENT DIVISION

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X c. Is this a vital r	ecord?			
	s have nistorical or long terr			
	wo documents in the file ma scheduled reparately?	ake it necessary to ke	ep the entire file for a long period, co	uld these
x f. lathe informa	tion contained in this series	ever published? If y	es, attach copy.	
g. Is the informa	tion contained in this series	ever analyzed and/or	recorded in a summarized report?	
h. Is there a dup	ication of this series in your	office, or in another	office or agency?	
• <u> </u>	or a major portion of it) requ			
11. Retention Requirements	d series result in a compute The following i	r printout? requires the series to l	be kept:	
a. State Law	0 years	. d. Au	dit period 3 yrs after	closing years.
b. Statute of limitation			ministrative need 1-3 yrs. Inact deral retention instructions 3-yrs. a	ive 23 years.
c. Federal law	years	. f. Fed	deral retention instructions - yrs. a	iter closing
Attach copy or excerpt of	laws or regulations. Explain	administrative need.		
(SEE ATTACHED)			
12. Approved Disposition Inst	•		e series be cut off at the end of each: Cotherfiscal year in w	
	Li Calendar re	ear; 🗀 Piscal rear; j	project was clos	· ·
☐ Hold in the current file	s area month(s) .		project was clos	ea.
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These instructions apply to Agency Head/Designee (Signa Office (Signa) 79-277 Recommendations in paragraph 12 are approved. (If disapproved, attach letter	State Auditor/Designe	Records Mana 86 State e Lower Lawrence	which project was	Date
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APPLICATION FOR RECORDS RETENTION SCHEDULE

4388-38>15.

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

The state of the s	•		RECORDS MAI	NAGEMENT DIV	121011
	ation No. 76–RM–1 for instructions on History, Records Management Division				
FOR AGENCY USE 1. Ag	ency Address		FOR RECORD	S MANAGEMENT	USE
	artment of Natural Resources	1	Application Number		
Parl	ks, Recreation & Historic Sit		79-	•	
	reation Services Section		Date Received	Date Comple	ted
2/0	Washington St. SW Room 704 anta. Georgia 30334		DEC - 7 1979	DEC 3	1979
2. Porson to Contact Robin Jackson	Working Chief, Recreation Servi		on	Telephone No 656-27	
b. Dispose of present accumul: c. Dispose of present accumul:	tle; record will continue to accumulate. ation; no further accumulation anticipate Check One: Change cords Series Title (followed by title used	; 🔲 Superced			,
Earliest Latest 1965 To date	Land and Water Conservat			Projects	
6. Division and Office Function	What is the function of the Division and	d the Office in	which this record s	arias in pratend?	
preparation of state-wide of technical publication funding assistance. The Funding Unit administed development and operation conservation employment include solicitation amproject inspection to a ment.	Section guides and assists and plans and issue analyses, ns, through consultation and sters various federal and steen of recreation sites, facily of youth on public lands. And evaluation of applications ssure compliance with laws and steen and st	through pr community ate grant p lities and Administrat , fund allo	reparation and assessments, or ograms for a services and tion of the good and maions, and graming.	d dispersal and throug acquisition for rant progra anagement, ntee reimbu	h • ms
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land gran	l grant agreements, grant pro acquisition documents, insp t reimbursements such as invo espondence.	ection repo	orts, support	for ·	:ed
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File is arranged:	dus de mueleed mumber e -	12 00002	oto		
Numerically accord	ing to project number, e.g.,	13-00002,	ell.		
	low often are records referred to which a			ra ara, bilina i erika saran ili erke daj produce ne k i debidi	<i></i>
One to six months old	; Seven to twelve months old	: Thirteen to	twenty-four mon	ths old	
twenty-five months and older	Seldom, if ever.				
Annual Rate of Accumulation of R Letter-size drawers;	lecords Legal-size drawers2; Shelves	;(Other (specify)		
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		dential information	requiring security handling? If yes, cite law or regula	ation.	
X c. Is this a vita	l record?				
Berling British Britis British British British British British British British British	nis series have historical or long term research value?				
, , , ,	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these				
	be scheduled sepa		1.		
	•	The state of the s	published? If yes, attach copy.		
X g. is the intorn If yes, attac		in this series ever a	analyzed and/or recorded in a summarized report?		
		series in your offic	e, or in another office or agency?		
	· · · · · · · · · · · · · · · · · · ·		microfilmed?	چىلى <u>دىنىدى ئىلالىدىن</u> بىڭ دېسىنىدىلى <u>دىدۇس</u> وقىلىدىرىدى	
11. Retention Requirement		n a computer print	tout? es the series to be kept:		
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a. State Law	<u> </u>	years.	d. Audit period	3years.	
b. Statute of limitation		years.	e. Administrative need	γears.	
c. Federal law	2	byears.	f. Federal retention instructions	years.	
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Attach copy or excerpt	-	•	· · · · · · · · · · · · · · · · · · ·	manal i sakarti.	
·			at no property acquired and/or develo than public outdoor recreation uses	pea with	
(see page 4 of P		ted to other	chan public outdoor recreation uses		
(See page + or r	51 122/.				
12. Approved Disposition In	structions Th	is agency recomm	ends that the file series be cut off at the end of each:		
			T Fiscal Year: M Other upon completion of	then,	
		Calcindar Fear, L	project and final /	LITTIP	
Hold in the current f	iles area	month(s)	2 year(s): then reimburs ement.	•	
☐ Transfer to local hol	ding area, hold	year(s);	; then	And the second second	
🌋 Transfer to State Re	∞rds Center; hold	1 <u>23</u> yea	r(s); then	•	
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			State Records Committee (Signature)	Date	
Recommendations in para-		·····	State records committee (Signature)	- Date	
graph 12 are approved.	State Aug	litor/Designee	howard	12-24-79	
(If disapproved, attach lotter	· ·	Æ			
of explanation.)	Secretary of	State/Designee	Canall, Hart	12-21-79	
1	^	To a second second	TALVULLI	11276.70	
AR-50-71; Rev. 76	Attorney G	ieneral/Designee	Javaran Sida	1/ //	
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